

APPLICATION FOR COMMUNITY USE CULTURAL FACILITIES 2022-2023

Open To: Drama / Music / Other culture activities

*Applications and supporting documents must be handed in during office hours to:
Gibraltar Cultural Services, Head of Facilities,
John Mackintosh Hall, 308 Main Street, Gibraltar*



Tel. 20075669 Email: lyanne.sisarello@culture.gov.gi

Name of Organisation:

Address:

Activity Undertaken:

Preferred Location

PREVIOUS YEAR'S ALLOCATION (IF ANY)

LOCATION

DAY

TIME

Other Remarks: _____

Please state your preference in order: days/times (See guidelines overleaf)

1. (venue)

(days)

(times)

Contact Name: Mr/Mrs/Miss/Ms

Address:

Tel. No. Daytime:

Home:

E-mail:

2nd Contact Name: Mr/Mrs/Miss/Ms _____

Address: _____

Tel. No. Daytime: _____ Home: _____

E-mail: _____

SIGNED:

DATE:

NAME IN BLOCK LETTERS:

FOR OFFICE USE ONLY

Date Received: _____

Receipt No: _____

Application checked by officer name: _____ Application approved by officer name: _____

SEASON ALLOCATION APPROVED:

LOCATION

DAY

TIME

GUIDELINES

VENUES AVAILABLE:

1. GOVERNOR'S MEADOW SCHOOL - DRAMA STUDIO:

Between 18.00hrs to 23.00hrs Monday to Friday

Fee: £20 per hour

2. WESTIDE/BAYSIDE DANCE STUDIO:

Between 18.00hrs to 23.00hrs Monday to Friday

Fee: £20 per hour

3. WESTIDE/BAYSIDE DRAMA STUDIO:

Between 18.00hrs to 23.00hrs Monday to Friday

Fee: £20 per hour

TERMS & CONDITIONS

1. Community use during school term only, no weekends, Bank Holidays or during the school holiday calendar. School exams will affect availability for some venues, Gibraltar Cultural Services will advise the user and try to reallocate where possible.

2. Only Cultural registered organisations may apply. If you are not registered, you may do so at Gibraltar Cultural Services, Development Unit, City Hall. Only when your application has been approved, may you apply for community use.

3. All applicants wishing to use the venues for commercial purpose will have to be registered with the Tax Office and Department of Employment and must fill in the appropriate registration numbers on this form.

4. Allocations will only be given upon receipt of an hourly rental fee of £20p/h for the venue. This fee is to be paid a month in advance and by no later than the 27th of every month thereafter. Fees are to be paid by card at the John Mackintosh Hall reception or via bank transfer.

5. Failure to make payment on time will result in removal of access of allocation.

6. Refunds/Credit will ONLY be issued in the following cases:

a) School/venue closure because of unforeseen circumstances in which prior notification was not passed on

b) When an allocation has been terminated by mutual consent

c) Exceptional circumstances will be treated on a case-by-case basis

7. Allocation's holders are reminded that any attempt to act fraudulently will result in their allocation being withdrawn and possibly refused future community use.

8. Allocations will be subject to availability.

9. Gibraltar Cultural Services will inform entities once all applications have been received.

10. Gibraltar Cultural Services reserves the right to refuse allocations which are not deemed as Cultural entities.

11. Failure to comply with the terms and conditions as directed by the Department of Education and/or Gibraltar Cultural Services, may result in allocation being refused.

12. The provision of first aid is the responsibility of each user.